



SENIOR ELECTRICAL ENGINEER, CALTRANS (SUPERVISOR) DEPARTMENTAL PROMOTIONAL SPOT FOR SACRAMENTO FINAL FILING DATE: APRIL 23, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL PROMOTIONAL SPOT FOR

WHO MAY APPLY

HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in this location. Indicate the location for which you are applying directly under the examination title on your application.

This is a departmental promotional examination for the Department of Transportation.

1. Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE** **WILL NOT BE ACCEPTED FOR ANY REASON.** THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-4946

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at <http://spb.ca.gov/jobs/stateapp.htm>.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$7,377- \$8,965

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that qualifications appraisal interviews will be held during June/July 2009.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM QUALIFICATIONS	<p>Either I</p> <p><u>Experience:</u> One year of experience in the California state service performing design, construction, and maintenance work in cathodic and stray current protection; outdoor and indoor lighting; power and control systems for transportation projects; and building heating, ventilating, and air conditioning as an Associate Electrical Engineer, Caltrans, or a Transportation Engineer (Electrical), Range D.</p> <p>Or II</p> <p><u>Experience:</u> Five years of professional engineering experience, two years of which shall have been: (1) after obtaining registration as an Electrical Engineer from any state; and (2) in a lead or supervisory capacity in design, construction, and maintenance work in the following fields: cathodic and stray current protection; outdoor and indoor lighting; power and control systems for movable bridge operation, pumps, vehicular tunnel ventilation, standby engine generators, and aids to navigation; and building heating, ventilating, and air conditioning. and</p> <p><u>Education:</u> Equivalent to graduation from a college accredited by the Accreditation Board for Engineering and Technology with major work in electrical or electronic engineering or equivalent degree approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
POSITION DESCRIPTION	<p>Under general direction, to supervise electrical engineering design, specification preparation, estimating, and inspection work involved in the design, construction, and maintenance of storm drainage pumping plants, water supply systems, sewage lift stations, vehicular tunnels, movable bridges, roadside rests, highway maintenance stations, toll plazas, truck weigh and inspection stations, and other transportation-related facilities; and to do other related work.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Designing and supervising the preparation of plans, specifications, and estimates for the electrical systems of transportation-related facilities.2. Electrical theory and practice.3. Electrical equipment.4. Power distribution and control systems.5. Various codes and field practices governing the design and installation of electrical equipment.6. Basic occupational safety and health regulations contained in the Title 8 Industrial Relations, Electrical Safety Orders, safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program, and the supervisor's role in maintaining an effective injury and illness prevention program.7. Materials and maintenance of electrical installations.8. Principles of effective supervision.9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.10. Planning and supervising the work of others. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Supervise the preparation of plans, specifications, and estimates for the electrical systems of transportation-related facilities.2. Plan and supervise the work of others.3. Direct or make construction and maintenance inspections.4. Check drawings and specifications.5. Establish and maintain cooperative relations with those contacted in the work.6. Analyze situations and adopt an effective course of action.7. Dictate correspondence.8. Prepare reports.9. Promote equal opportunity in employment and promotion, and maintain a work environment that is free of discrimination and harassment.
ELIGIBLE LIST INFORMATION	<p>A departmental promotional spot eligible list will be established for the Department of Transportation in Headquarters – Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits are not granted in promotional examinations.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points are not granted in promotional examinations.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4946 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.